

ST. FRANCIS THRIFT SHOP COUNCIL MEETING DECEMBER 13, 2011

ATTENDEES: Eleanor Bell; Dave DeReamer; Joe Fortin; Mary Greene; Lou Mahoney; Christine Hadersbeck; Thom Hill; Dion Jenks; Bob Soltys; Francine Tobin; Paul DiBlasi

Called to order at 9:15 by Lou Mahoney, who opened with a prayer.

Minutes for November Meeting: Accepted as presented.

Financial Status: Dion Jenks reported that sales for November exceeded budget by 1.7%. Net sales for November: \$42,283 vs. budget of \$41,856, \$427 more than the budget. Net Income for November: (\$3,526) vs. budgeted (\$1,083). YTD Net Sales: \$200,503 vs. budgeted amount of \$214,777; \$14,274 under budget.

Manager's Report: Christine read an email letter from Jeremy Cockburn thanking her and the volunteers and staff for the help they gave him. Christine advised that Mr. Cockburn requires a copy of the Thrift Shop document 501C3 in order for him to make donations. This request was sent by Christine to Dion.

Christine presented an updated organizational chart (handout) which the Council approved. It was noted that the chart would be changed on an as-needed basis.

Dave DeReamer congratulated Christine for her good work and for the much improved sales figures.

General/Administration: Lou noted that the Assistant Manager's job description must be updated.

Marketing/PR/Advertising: Thom stated that ads in *The Island Packet* will be discontinued until after January 1, 2012. Next week's ad will thank volunteers and customers for their continued support.

Christmas items, Sporting Goods, Exercise Equipment, and Furniture will be on sale at 50% off through the end of the year. It was noted that the store will be closed from December 24 through January 2, reopening on January 3.

Thom noted that *CH2* magazine published a significant story on Hilton Head area thrift shops, failing to mention that St. Francis has been one of the top 3 shops in terms of sales and grants awarded back to local charities. Thom has contacted the magazine and is waiting for a response.

Eleanor is working on the Church Bulletin to include Grant processing announcements for January, noting a deadline of April 30 for applications.

Joe mentioned that All Saints Episcopal Church is willing to place our pamphlets in their church when they become available.

Building & Maintenance: Paul advised the Council that we have received only two bids from contractors for replacing the storm drain pipe under the front parking lot. One of the contractors subsequently has withdrawn its bid. A third was called, who was to look at the site last week, but has yet to show up. The consensus is that we go forward with J & S Construction to do the job once Father Mike gives us the ok. Time is running out, as we'd

like to have the work done between Christmas and New Year's, when the shop will be closed.

Regarding the slop sink and hose connection: Kelly Plumbing was contacted and has looked at the situation. Mike Kelly has offered to do the work on a cost-of-materials-only basis. Paul will contact him again to firm up the schedule and approximate costs. We must get a contractor to do any necessary sheetrock work when the plumbing work is done.

Bob noted that the A/C registers are very dirty and that the filters must be changed every three months. Apparently our service provider has not done this. We have contracted with another service company (Air Supply) to handle the HVAC, starting in January. Dion stated that any contractors who work on-site must have a certificate of insurance in the amount of at least \$1,000,000.

Finance: Joe Fortin said that the November 2011, sales are \$4551 ahead of November 2010 sales. He thanked Christine for her hard work. Joe also thanked Annie Wieland for her efforts with the Christmas sale at the school which brought in \$1250. Overall, Christmas sales are 30% higher than last year.

Joe stated that Grant monies have been put aside for the up-coming awards. In-Kind donations are way ahead of last year, a 63% increase. CS&J is higher while Simple Soldier is a new effort this year. There was a discussion about The Coalition Against Human Trafficking, which was a first-time Grant recipient in 2011.

Retail Sales & Merchandise Inventory: Dave once again stated that Christine is doing a great job. He suggests volunteer sub-committees for 1, 3 and 5-year planning. Dave would like a guide for assistants and volunteers. Sub-committees should be an ongoing project, not just a short term item. There should be a development of strategies. Dave feels that while the sales trend is up, we need to plan through the year. It was decided that Dave and Mary Greene will work on setting up committees.

Mary is meeting with volunteers and groups of volunteers to come up with ideas within the thrift shop.

The condition of the rug in the break room was a subject of discussion. Paul will get bid(s) on new flooring for the break room.

Internet: Bob Soltys. Regarding an internet marketing financial account, Bob advised that Father Mike has been going back and forth with the Diocese to set up an account.

The alternative is that we set up our own account for the Thrift Shop.

Bob and Christine agreed that the computer systems are outdated. It was decided that we need 2 new desktop computers. Bob will work up and make a proposal for the system. It was further decided that there should not be a computer in the break room.

New Business: Francine suggested strongly that all volunteers sign a non-disclosure agreement. There was a motion to have Francine and Bob go to Father Mike for legal assistance regarding website issues. The motion was seconded and carried. It was unanimous.

Francine and Dion advised that there have discussions with Beaufort County regarding our real estate tax status. Francine is working on an exemption and will keep the Council informed.

Workshop: The T/O will be updated by Christine, Bob and Mary who will also meet with Thom and Eleanor to work up an ad for an Assistant Manager. This should be done by December 20.

Adjourned at 10:45 with a closing prayer.

Submitted respectfully,

Paul DiBlasi